



## City of Kingman

### INTERNAL/EXTERNAL JOB ANNOUNCEMENT

## ADMINISTRATIVE SECRETARY—PART TIME

CITY CLERK'S OFFICE

\$13.71–\$15.41 /HR

HIRING RANGE—DOQ

19 HOURS PER WEEK—NO BENEFITS

**APPLY NOW: ONLINE Application materials accepted through September 6, 2016.**

Employment application and job description can be obtained online at [www.cityofkingman.gov](http://www.cityofkingman.gov)

The City of Kingman, City Clerk's Office, has an opening for a part-time, 19 hour per week position of Administrative Secretary:

- ❖ Are you searching for a support position in a team-oriented, customer service focused office?
- ❖ Do you have previous experience as a administrative secretary or can demonstrate other administrative support experience which would compliment the ability to perform the essential functions of the position?
- ❖ Do you enjoy interacting with a variety of people, providing support to accomplishing the projects, requirements, goals and objectives of the office?

**This position is part-time, 19 hours per week, no benefits. Work hours are scheduled to be Mon-Thu 10:00 a.m. to 2:00 p.m. and Fri 2:00 p.m. to 5:00 p.m.**

#### DESIRED MINIMUM QUALIFICATIONS

##### Education and Experience:

- Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and
- Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

##### Necessary Knowledge, Skills and Abilities:

- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- Skill in operation of listed tools and equipment.
- Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

**SPECIAL REQUIREMENTS:** Valid State driver's license.

#### CITY OF KINGMAN

Human Resources Department  
310 N. 4th Street  
Kingman AZ 86401

Phone: 928-753-5561  
Website: [www.cityofkingman.gov](http://www.cityofkingman.gov)

**Note Reference Examination:** The City of Kingman reserves the right to consider only the most highly qualified applicants for the succeeding examinations processes: experience and training evaluation, testing and/or interviews. After an offer of employment has been made, appointment is subject to successful completion of a City paid post employment medical examination.

**Note Reference American Disabilities Act:** When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. The City of Kingman does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. **EOE**